

In the claims:

1. A method of generating an E-mail message comprising: generating a draft of
5 the message, proofreading the draft, signing the draft, only after signing the draft
permitting addressing of the message. and only after addressing the message and signing
the draft permitting sending the E-mail.
2. The method of Claim 1 including the step of sending the E-mail only after
signing the draft and the addressing is complete.
- 10 3. The method of Claim 1 wherein said draft is placed on a colored screen that
changes color after signing the draft.
4. The method of Claim 3 wherein said draft changes color after the addressing
the envelopes.
- 15 5. The method of Claim 1 wherein said signing includes acknowledging it is
signed.
6. The method of Claim 1 wherein acknowledging includes placing a label
indicating a signature.
7. The method of Claim 6 wherein said label includes a marking on a form.
- 20 8. The method of Claim 1 wherein said addressing includes a checking step of
providing a list of addresses and an indication of who gets full copies and who does not.